



2025

Idaho Transportation Department

Guide to Public Involvement

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Your Safety • Your Mobility • Your Economic Opportunity

INTRODUCTION

The Idaho Transportation Department (ITD) strives to enhance quality of life through transportation. We are committed to improving the lives of all in the communities we serve by delivering on our mission of:

Your Safety • Your Mobility • Your Economic Opportunity

Transportation is an essential public service that impacts every aspect of the lives of Idahoans. It is our connection to the things most important to us – the delivery of food, medical care, employment opportunities, access to education – and the roadways that lead us home.

However, building and maintaining an effective transportation system is more than meeting an efficient movement of people, goods and services. We must incorporate the human and environmental contexts of our roadways into our planning, design and construction process. Through public involvement, we can identify and integrate community values and input into projects. When coupled with technical data and engineering best practices, public feedback can shape community-appropriate solutions that better serve the public.

ITD has a responsibility to incorporate the voices of communities in transportation decision making. ITD seeks to build and sustain relationships by fostering effective two-way communication and actively engaging communities.

This guide offers a centralized approach to public involvement best practices to facilitate partnerships and participation. It offers techniques and strategies for outreach knowing that each plan, study, design and project is equally as unique as Idaho's towns and cities. This manual offers guidance for requirements and flexibility to tailor ongoing, evolving outreach to meet community and project needs.

The guide is organized into eight chapters:

- 1) Public Involvement Overview
- 2) Public Involvement and Civil Rights
- 3) Public Involvement and Environmental Evaluations
- 4) Public Involvement Planning: Scoping, Stakeholder Identification and PI Plan
- 5) Public Outreach Materials
- 6) Public Meetings and Hearings
- 7) Documentation and Evaluation
- 8) Public Involvement Requirements for HQ Plans and Strategies

Acronym	Name
PI	Public Involvement
PIO	Public Information Officer
OOC	Office of Communication
OCR	Office of Civil Rights
LEP	Limited English Proficiency

Notice: This manual does not have the force and effect of law. Rather, this manual provides technical information to carry out meaningful public involvement. Anyone connected with ITD public involvement should comply with applicable statutes and regulations.

CHAPTER 1 - PUBLIC INVOLVEMENT OVERVIEW

Purpose of Public Involvement

Public involvement is based on the knowledge that the public has valuable insight into the needs of their community and the performance of the roadways they use.

Gathering input from the public must be carefully planned and executed in ways that are sensitive to project and community needs. U.S. Department of Transportation (USDOT) defines meaningful public involvement as a process that seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program or plan. Features of meaningful public involvement include:

- Understanding community demographics
- Building durable community relationships
- Understanding community wants and needs
- Involving broad representation of community
- Using community-preferred engagement techniques
- Documenting and sharing the community's impact on decisions

Best Practices

For public involvement to be most effective it should be:

Proactive

Begins early in the study or project.

Comprehensive

Outreach occurs with everyone invested in or impacted by the project, especially local representation and the public.

Continuous

Engagement occurs throughout the life of the study or project and evolves to meet the needs of those affected. Continuous outreach ensures that information is shared in a timely manner as appropriate throughout multiyear processes.

Compliance

ITD seeks to be good stewards of public funding and strives to meet its public involvement goals and objectives, make sound decisions and fulfill its legal responsibilities. See **Appendix A** for a list of federal legislation, regulations and policies that guide public involvement in project development. This list includes Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), National Environmental Policy Act (NEPA), state statute and ITD policy.

Definition: Public involvement - Public engagement - Public outreach

Public involvement is the historic term for an agency's interaction with the public, while public engagement is a newer term used by many practitioners to emphasize the two-way, evolving relationship between decision makers and

those they serve. Likewise, outreach is used to describe engaging those impacted by or invested in a project. In this guide, we use these terms interchangeably.

Benefits

ITD's goal for public involvement is to facilitate relationships and communication between transportation decision makers and those influenced by the project. ITD recognizes that better decisions are made by providing meaningful opportunities for input by affected parties. Benefits of meaningful public involvement include:

Trust-building

Creating two-way relationships based on proactive, transparent communication and a commitment to identifying solutions that are both appropriate and sensitive to the context.

Understanding of Concerns

Establishing a two-way, open dialogue to learn about and consider a community's most pressing unmet transportation needs. Similarly, ITD seeks a pathway to share accessible, easy-to-understand information about a study or project with interested parties, including technical data and engineering best practices.

Equitable Engagement

Providing opportunities for any person to participate, regardless of race, color, national origin, sex, age, disability, low income and limited English proficiency.

Context-Sensitive Solutions

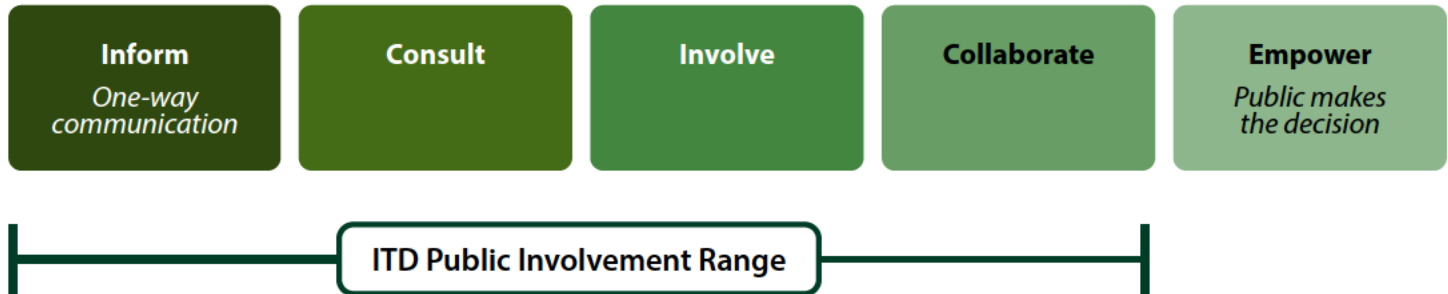
Designing and implementing public involvement processes that incorporate the interests and concerns of all affected stakeholders into the transportation solution while meeting the needs of the decision-making body.

Levels of Public Participation

Public participation contributes to better decisions because decision-makers have more complete information in the form of additional facts, values and perspectives obtained through community input. The International Association for Public Participation (IAP2) has developed a spectrum of five levels of public involvement. The levels are adapted below in order of increasing public impact on the decisions. Public involvement plans may include a variety of levels as deemed appropriate to shape a context-appropriate solution.



Levels of Public Involvement



Adapted from IAP2 Public Participation Spectrum, © 2005 International Association for Public Participation

Inform

Provide balanced and objective information to assist people in understanding problems, alternatives and/or solutions.

Consult

Obtain public feedback on analyses, alternatives and/or decisions. ITD will listen to and acknowledge concerns and provide feedback on how public input influenced a decision.

Involve

Work directly with the public throughout the decision process so that public issues and concerns are consistently understood and considered. ITD will work with the public to understand and consider their concerns and issues and share with them how they shaped the decision process.

Collaborate

Partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution. ITD will look to the public for direct advice and innovation in formulating solutions and share with the public how their input is incorporated into decisions when feasible and practicable.

Empower

Place final decision-making in the hands of the public and implement what the public decides. Because the Secretary of Transportation's statutory responsibility for the state transportation system cannot be delegated, ITD operates in the first four levels.



Decision-Making for Transportation Problems

Transportation solutions and decisions often begin with gathering data and identifying transportation problems.



Involving the Public and Stakeholders

Involving the public and stakeholders is important at all stages of projects; however, their input can most effectively be used early in the process to shape a community-centric solution.

Decision-Making Process	Potential for Public Influence	Reasoning
Define the Problem	High	Getting public input and creating shared understanding of the problem can be instrumental in creating a publicly acceptable solution.
Define Criteria	High	Ensuring that community values are understood and are reflected in criteria is perhaps the most critical step in creating a publicly acceptable solution.
Gather Data	Moderate	Public interests and concerns help to define the data and information collected, and it is essential that the public trusts the sources and process of data collection.
Create Options	Moderate	The public can have a pronounced say in creating options if the project team reflects community values in the options presented.
Evaluate and Refine Options	Moderate to Low	As a project moves toward refining options to a preferred alternative, the process will follow earlier established goals and criteria.
Decide	Low	The responsibility of transportation decision making cannot be delegated and traditional public input is minimal by this step.

Modified graphic from The Participation Company

Roles and Responsibilities

Community Members

Public encompasses any individual or group of individuals, organization or political entity who may have an interest in the outcome of a transportation decision.

Stakeholders are those who reside, work, visit, do business in the area or have an interest in a given area which may be directly affected by transportation decisions. Stakeholders will be defined in detail in Chapter 4.

Agencies

Lead agencies are required to serve on the project specifically by being connected to the funding. On ITD projects, the Federal Highway Administration (FHWA) typically serves as the joint lead agency. Other potential lead agencies include the Federal Aviation Administration, Federal Transit Authority, Federal Railroad Administration and the U.S Army Corps of Engineers, depending on the resources involved.

Depending on the scope of the project, lead agencies in working with ITD may invite other agencies to serve as participating agencies or cooperating agencies.

Cooperating agencies have jurisdiction by law or special expertise with respect to any environmental impact involved within a proposal. *Participating agencies* participate in an environmental review or authorization of an action. Nongovernmental organizations and private entities cannot serve as participating agencies.

Tribal Governments

Tribal governments are the governing body of a tribe, band, pueblo, community, village, or group of Native Americans or Alaska Natives, and qualifies as a tribal government upon determination by the federal government.

The United States government has a unique legal relationship with federally recognized tribal governments as set forth in the Constitution of the United States, treaties, statutes and court decisions. The federal government recognizes the right of self-determination for tribal governments and the obligation to work in a government-to-government relationship. As executive agencies, the USDOT, FHWA and ITD have a responsibility and are committed to working with tribal governments in this unique relationship, respecting tribal sovereignty and self-determination, fostering and facilitating positive relations between the two. For more information on conducting outreach with tribes in Idaho, see Chapter 4.

Metropolitan Planning Organizations

Metropolitan planning organizations (MPOs) are local organizations that help ITD in the project development process by providing traffic modeling based on land use planning. MPOs designated under [§ 450.310](#), in cooperation with the state and public transportation operators, develop long-range transportation plans and TIPs through performance-driven, outcome-based approaches for metropolitan areas of the state.

Partner

Partner may be a casual term, not defined by FHWA, for an invested party who helps facilitate or collaborate on furthering the goals of a project which could include cities, municipalities, states, organizations, tribal members or individuals.

District staff routinely engage with many of these stakeholders in regional transportation team meetings outside of project-specific meetings.

ITD Internal Stakeholders

The *Office of Communication* (OOC) is responsible for external and internal communication at ITD. Each of the six districts has a designated public information officer (PIO) who works with district staff and consultants to ensure the public is appropriately involved and informed about projects that affect them.

The Office of Communication strives to:

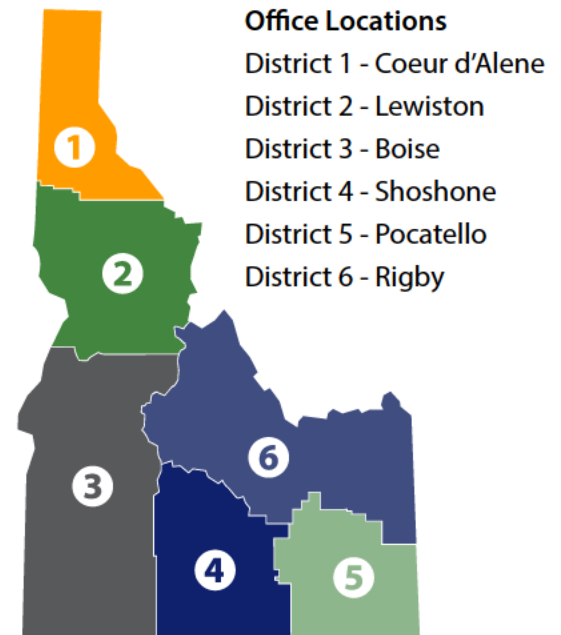
- Implement public involvement strategies that engage communities and provide ITD with guidance regarding what is important and acceptable to the community while working to integrate public input into ITD projects as appropriate.
- Produce communication materials for the public and media that illustrate ITD's activities and accomplishments, promote public awareness of issues and create avenues for dialogue.
- Act as a liaison to district staff and the Office of Government Affairs who involve Idaho's elected officials and staff at the local, state and federal levels. PIOs often provide key messaging for studies and projects to be shared.

Project Management is comprised of engineering and other professionals who provide project management services and management support for the timely and cost-effective implementation of the ITD construction program, regional transportation plans and federal-aid transportation programs. Project managers are responsible for public involvement planning on all projects and work hand-in-hand with PIOs and potentially consultants on these plans.

Districts are located throughout the state in six geographic areas and have planning, development, construction, environmental, permitting, operations and traffic engineering components within them.

Environmental Services consists of multidisciplinary professionals. Their focus is to:

- Serve as the liaison between the OOC and FHWA for NEPA compliance.
- Ensure proper consideration of natural resources, the human environment, socioeconomic issues and cultural resources during all engineering design and construction projects.
- Ensure compliance with all applicable environmental laws including NEPA to meet the requirements of the Federal Aid Highway Program.



The Office of Civil Rights (OCR) works to ensure ITD's compliance with federal and state laws governing nondiscrimination including: Title VI, ADA Accessibility, Equal Employment Opportunity, Contractor/Consultant Compliance, Disadvantaged Business Enterprise participation and other programs established with an objective of providing services to the public. OCR also provides guidance and technical assistance regarding nondiscrimination program matters to ITD employees, its sub-recipients, external partners, customers and stakeholders. Regular communications between OCR and project teams is required to ensure compliance in all public involvement efforts.

ITD Leadership and Idaho Transportation Board Members work to establish state transportation policy and guide the planning, development and management of a transportation network that focuses on the department's goals -- safety, efficiency, mobility and enhanced economy and quality of life for Idaho.

Professional Consultants

Consultants can be utilized to supplement ITD's resources. Depending on the study or project, consultants may assist with technical planning, engineering and construction and/or public involvement activities. In the case of having a PI consultant, the PIO works in partnership with them to follow this PI manual.

Steps for Public Involvement

Public involvement strategies vary. They are informed by each specific project's scope and impacts and generally include:

- Plan engagement
 - o Scope with the Public Involvement Planner (POP)
 - o Identify stakeholders and affected communities
 - o Write an outreach plan
- Conduct outreach activities
- Document and evaluate

To effectively accomplish these steps, a background knowledge of civil rights and environmental planning is necessary and will be covered in the following two chapters.



CHAPTER 2 - PUBLIC INVOLVEMENT AND CIVIL RIGHTS

An important role of public involvement is working with ITD's Office of Civil Rights to support outreach to community members. The OCR works to fulfill compliance with the legal obligations of federally funded projects and federal programs.

Title VI Overview

Title VI of the Civil Rights Act states that "no person in the United States, shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Discrimination based on race, color or national origin is not permitted under any ITD program, service or activity, whether federally funded or not.

Identifying Populations

All stakeholders should be identified early with each study, design or construction project.

ITD's Title VI Implementation Plan is updated annually. The plan includes locations of LEP populations, or people who do not speak English as their primary language and have a limited ability to read, speak, write or understand English, and is available at itd.idaho.gov/civilrights.

For more information on identifying stakeholders, see page 19.

Accommodation Language

Accommodation language should be included on all communications. It should also be posted to online channels like social media platforms.

ITD will use the following statement to notify the public about available accommodations:

Individuals who need special accommodations should contact CivilRights@itd.idaho.gov or 208-334-8884. TTY/TDD users Dial 711 to use the Idaho Relay System. Persons needing an interpreter should contact 208-334-8496.

TTY (Teletypewriters) and TDD (Telecommunications Device for the Deaf) users who dial 711 or 800-377-3529 will be routed to the Idaho Relay System, a public service that guarantees all citizens access to prompt, professional and accurate communication through the telephone.

Accommodation language does not need to be printed on display boards for public meetings and hearings. This language is included on other materials like postcards and fact sheets to encourage attendees to arrange for services prior to attending.

Spanish accommodation language should be used when LEP thresholds are met.

Se les recomienda a las personas que necesiten un intérprete o arreglos especiales que llamen al 208-334-8496. Usuarios de TTY/TDD: Marque 711 o 800-377-3529 para usar el sistema de Relay de Idaho.

Translation

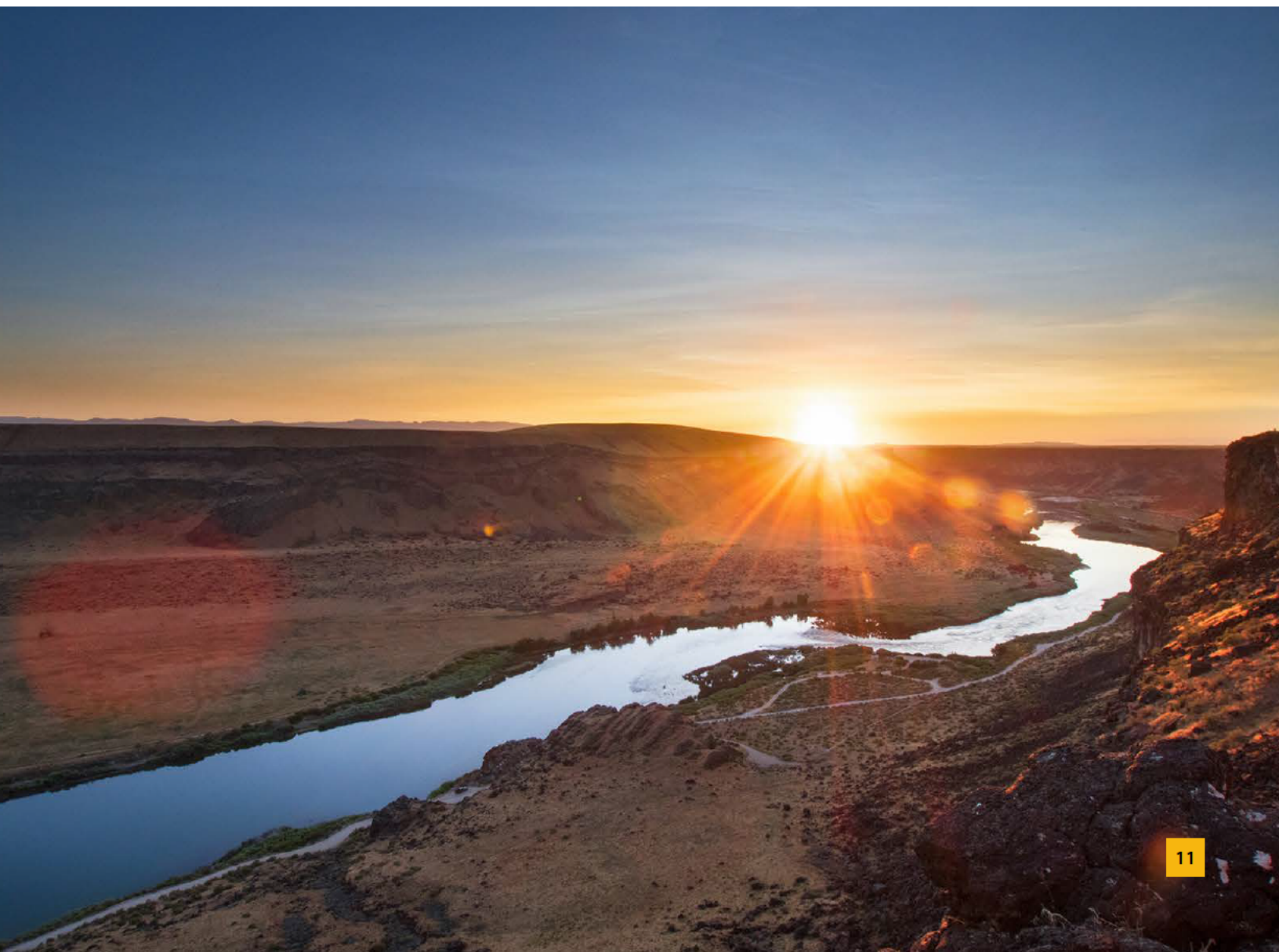
ITD provides translation of any document free of charge upon request. For exceptions or to identify further translation opportunities, consult with OCR.

Materials approved by the OCR to be translated can be prepared by consultants and bilingual staff or using OCR's standing contracts.

Oral Interpretation

Interpreters may be provided upon request whether for events like public meetings or for provision of services. Bilingual staff may provide support.

Title VI materials and the voluntary self-identification survey cards in English should be made available at all public events hosted by ITD.



CHAPTER 3 - PUBLIC INVOLVEMENT & ENVIRONMENTAL EVALUATIONS

Environmental planners at ITD ensure proper consideration of natural resources, the human environment, socioeconomic issues and cultural resources during all study, design and construction projects in accordance with the National Environmental Policy Act (NEPA). PIOs, staff and consultants should conduct outreach in close collaboration with the environmental teams. Areas in the project development process where public involvement can help develop sustainable decisions include:

- Soliciting feedback on the project's purpose and need statement.
- Development of key issues to be addressed.
- Clarifying the decision-making process and the roles and responsibilities of the different stakeholders in those decisions.
- Key concerns and issues affecting alternative selection.
- Mitigation needs and opportunities.

NEPA is landmark legislation that was passed in 1970 and requires agencies to assess environmental effects of proposed actions prior to making decisions. The NEPA process includes public involvement. It applies to projects that have a federal nexus, which includes any of the following: federal funds, federal permits or federal lands. Since most ITD projects are funded at least partially with federal dollars, NEPA applies to most projects.

How and at which points the public is involved with a project is driven by the environmental evaluation.

To solicit feedback, ITD hosts 14-day comment periods, except as noted otherwise in this chapter. Project teams are responsible for complying with federal and state regulations, including identifying the appropriate duration of comment periods.

In accordance with the best practices outlined in Chapter 1, outreach should occur early, often and with continuity particularly during the environmental planning process. This may include:

- Early outreach to determine community values and needs.
- Subsequent contact to gather preferences among potential alternatives.
- Presentation and request for feedback on the preferred concept.

Environmental studies may start as a corridor or alignment study or as a planning and environmental linkages (PEL) study. For more information on each class of action, refer to the [Environmental Process Manual](#).

Corridor or Alignment Study

This study type is used to identify transportation issues and possible solutions. Historically, an agency identifies the transportation issue to be studied. Through the study process, alternatives can be developed, evaluated, screened through set criteria and refined. Corridor study end products can inform the development of the Purpose and Need during the NEPA process and identify potential environmental resources. Agency coordination and public input is gathered across the stages.

- **Recommended:** Early open house to identify community values and needs.
- **Recommended:** Public notice that planning products may be adopted during a subsequent environmental review process.

- **Recommended:** Follow-up open house to share preliminary findings, analysis, recommended alternatives and request for public comments.
- **Recommended:** Educational outreach to stakeholders.

Not all corridor studies progress into NEPA but can be used for coordination with local jurisdictions and developed with less public outreach.

Planning and Environmental Linkages (PEL) Process

The intent of a Planning and Environmental Linkages (PEL) study is to consider environmental, community and economic goals early while planning future projects.

By using public and stakeholder outreach, planning best practices and collaboration across different agencies and jurisdictions, a range of high-level ideas for transportation solutions are developed. These ideas are then refined and combined into concepts called alternatives that include an alignment (location on a map), a general description and sometimes a cross-section to depict what a future project might look like. Ideas are developed into concepts and then alternatives go through up to three levels of screening, with the goal of identifying a small number of alternatives to carry forward. The PEL process studies many of the same factors that will be considered in greater detail in the NEPA phase.

PELs are gaining in popularity as a result of changes to regulations that require agencies to more quickly complete NEPA studies. ITD outlines the process in [PEL Procedures](#). Additional information about this federal process can be found [here](#).

- **Required:** Public notice that planning products may be adopted during a subsequent environmental review process. Recommend language be incorporated into public-facing products when space allows and must be included for materials relating to the solicitation of feedback.
- **Required:** Stakeholders and the public will:
 - o Identify transportation issues
 - o Establish a vision for the study area
 - o Provide study information and input through close collaboration with study teams
- **Required:** The public reviews study information, often through public meetings, and provides feedback at three key milestones:
 - o Draft Purpose and Need Statement
 - o Alternatives development
 - o Alternatives evaluation process and results including the Recommended Alternative(s)
- **Required:** Make planning documents available to federal, state, local and tribal governments that might have an interest in the proposed project.

The products of these studies result in documents for NEPA that can lead to various classes of actions such as:

- **Categorical Exclusion (CE)**
- **Environmental Assessment (EA)**
- **Environmental Impact Statement (EIS)**

Projects identified as CEs require less public involvement as they are less impactful. Environmental impacts become more notable with EAs and EISs resulting in greater levels of outreach. As the study progresses, the anticipated class of action may change, sometime due to environmental findings or controversy, which can in turn change the level of outreach.

Categorical Exclusion (CE)

Many environmental studies lead to a Categorical Exclusion. A CE is prepared for actions that do not individually or cumulatively have a significant effect on the environment.

- Programmatic CE
 - o Certain projects with limited disturbance to the human and natural environment (e.g., soil boring, in-kind replacement of drainage structure) may qualify for a programmatic CE. These projects typically do not need public involvement or opportunities for comment. However, if public involvement is conducted, documentation is required.
- Non-programmatic CE
 - o Public involvement and alternatives analysis are not explicitly required unless:
 - The proposed project is on a new location.
 - The project requires significant amount of right of way.
 - The project would have a substantially different social, economic, or environmental effect than the existing facility.
 - The project would change the layout or function of connecting roads or streets.
 - The state highway serving or traversing any city is to be abandoned, relocated or replaced.
 - FHWA determines that a public hearing is in the public interest.
 - o **Recommended:** Providing some public involvement for a CE can help identify, minimize or avoid public controversy.
 - o **Recommended:** Some public involvement should be utilized for right of way acquisition, construction impacts, road closures or detours, etc. The [Right-of-Way Manual](#) provides clarification on coordination with property owners.
 - o **Recommended:** Affected and interested stakeholders and the public should be consulted about the process.

Most projects in the program are CEs and typically do not require as much public involvement including public meetings and hearings.

Environment Assessment (EA)

An EA provides decision makers and the public with information about the analysis of environmental effects of an action and the alternatives considered when the significance of impacts is unknown. EAs must have a lead federal agency. Guidance should be solicited from the district environmental planner, and if needed Environmental Services in headquarters, on scheduling and proceeding with public involvement steps for an EA, especially on projects that were previously CEs.

- **Required:** Maintain a summary of public involvement activities, comments received and responses to those comments.
- **Required:** Identify stakeholders and develop a public involvement plan.
- **Required by project team, PI assist:** Scoping process and meeting. Invite agencies to participate in the NEPA process within a 45-day maximum timeframe after Notice to Proceed.

- **Required:** In-person public meeting with a 30-day comment period. Subject to certain Section 4(f) findings, a public hearing may be required instead with a longer comment period.
- **Required by project team, PI assist:** 30-day notice of EA availability in the newspaper of general circulation; 45-day notice if Section 4(f) Evaluation is included.
- **Might need:** A public comment period is not needed for the acceptance of a FONSI by the FHWA. However, a reevaluation of a FONSI may require additional public and stakeholder engagement depending on the context of the project and potential for changes to the scope.
- **Required by project team, PI assist:** Notify agencies that a final environmental determination has been made and is available.

Environmental Impact Statement (EIS)

An EIS is needed to clear actions that significantly impact the human and/or natural environment. EISs must have a lead federal agency. This is a complex process. If a project is identified as an EIS or is heading toward an EIS, close collaboration is needed between the PIO, district and headquarters environmental planners, project manager and consultants.

Study-specific timelines and steps should be established and regularly reviewed by the environmental team and subject matter experts. The EIS process is completed in the following ordered steps: Notice of Intent (NOI) by the lead federal agency, draft EIS, final EIS and record of decision (ROD). Steps below note PI and environmental team involvement.

- **Required:** Extensive, multiyear public and stakeholder engagement is required in an EIS. Maintain a summary of public involvement activities, comments received and responses to those comments.
- **Required:** Identify stakeholders and develop a public involvement plan. The earlier this is done, the better; there is no need to wait for NOI.
- **Required by project team, PI assist:** Identify agencies and planned participation in the coordination plan.
- **Required by project team, PI assist:** Notice of availability of a draft EIS must be published in the Federal Register for a comment period of at least 45 days.
- **Required:** An in-person public hearing is required during the 30-day circulation period of the draft EIS.
- **Required by project team, PI assist:** Every reasonable effort shall be made to resolve interagency, stakeholder and public disagreements on actions before processing the final EIS. Unresolved disagreements shall be identified in the final EIS including consultations and efforts made for resolution.
- **Required by project team, PI assist:** A notice of public availability of the final EIS must be published for 45 days in the Federal Register and local newspapers prior to authorizing a decision. A Record of Decision (ROD) is then filed, which does not need an additional public comment period.

Re-Evaluations

ITD may re-evaluate environmental documentation for many reasons, including significant changes in the approved scope of a project, changes in regulations or the passage of time.

Significant changes in the project scope are often triggered by revised or increased traffic forecasts which in turn may require an update to noise and other studies; a change or increase in right of way acquisition or a change to the anticipated impact to a historic property may also require an environmental re-evaluation. Any new studies or updates

to studies would need to be shared with the public in some manner. Changes of this type typically require some level of public involvement, even including additional public meetings, especially if controversy is expected. Re-evaluations prompted by changes in regulations typically only require documentation for the lead federal agency.

For projects that are not constructed within six months of the last environmental approval, they would need to be re-evaluated but likely without needing further public outreach.

Other Federally Required Comment Periods

Beyond the environmental class of action or type of project, comment periods may be required for findings under other regulations or environmental permitting processes. Sometimes other agencies may seek comments on a permit being sought by ITD, as can be the case with permits from the U.S. Army Corps of Engineers and U.S. Coast Guard. In the case of Section 4(f) federal regulations from the U.S. Department of Transportation Act of 1966 regarding parks, refuges and recreation areas, ITD may need to seek feedback, even if it is a De Minimis finding.

For more information on these processes, coordinate with the district environmental planner or Environmental Services in headquarters.



CHAPTER 4 - PUBLIC INVOLVEMENT PLANNING

Scoping, Stakeholder Identification & PI Plan

Public involvement planning should begin early in the seven-year project development process and address all needs in all stages from cradle to grave.

Scoping encompasses several processes early in project development. Some efforts may be completed concurrently, like filling out a project's charter, completing the Public Outreach Planner (POP) and identifying stakeholders. Using information from scoping, the project team can then write a public involvement plan with objectives, tools, staffing and the timeline.

Scoping with the Charter

Project development at ITD is tracked in the project's charter, a foundational document that details the purpose of the project and resource needs, including public involvement. Project teams should seek support from public information officers in filling out the public involvement section, which includes identification of needs, risks, stakeholders and more. The project charter should use information gathered during previous studies if available. Completing this early step will ensure that the team can plan and budget resources like consultants.

Scoping with the Public Outreach Planner

The Public Outreach Planner is a simple tool designed to assist project teams as they determine and prepare for the appropriate level of public involvement for their projects. It is a starting point for conversations regarding the needs for public outreach and if hiring a consultant will be necessary.

The POP offers questionnaires for five different tracks: corridor plan, environmental and design, construction, non-construction roadway impacts and emergency/disaster. Each questionnaire features custom multiple choice questions that address the primary needs, issues and concerns of a variety of stakeholder groups affected by transportation impacts. Answers are weighted and result in a POP Level between 1 and 5. Level 1 represents the most minimal public outreach effort with Level 5 as the most robust and extensive level of outreach.

The POP is available online at itd.idaho.gov/pop/ITDPOP_1.html with additional resources. Note that budget estimates are based on 2012 dollars.

The POP score should be stored in the project's charter for reference and updated at key milestones. Once the team understands the level of public interest and needed outreach, the objectives, timeline, staffing, tools and budgets can be further determined to align with the overall project.

Scoping Your Stakeholders

Early efforts should include building a stakeholder list and identifying impacted communities. Reflecting on the purpose for public involvement from Chapter 1, the team should approach outreach to affected communities with the following goals:

- Trust-building.
- Understanding of concerns.
- Meaningful engagement.

- Creating context-sensitive solutions.

Many ITD studies and projects span years, sometimes decades. A well-organized stakeholder list should be created at the beginning of the project and updated between phases to help all team members stay organized and keep communication channels open. Stakeholder lists should be documented at least in ProjectWise and also in the project charter or a public involvement plan.

Who to Include

See the next page for a list of potential stakeholders.

Research Tools

Stakeholder and community information may be pulled from a variety of sources.

Internal Resources

- Review county map from OCR SharePoint site that identifies known various demographics across the state.
- Existing stakeholder lists from nearby or past projects.
- Discussions with district and project staff.

Demographic Tools

- Tools for demographic identification include:
 - o **Data (census.gov)**: Establishes census tracts and demographics
 - o **American Community Survey (ACS) (census.gov)**: Categorizes social, economic, housing and demographic features
- To understand cities or counties:
 - o **City-data.com**
 - o County assessor map/tools

Online Searches

- Election results
- Active social media accounts for community organizations
- Google and Google Earth to locate nearby properties
- Whitepages or similar paid search options

Past Outreach

- GIS databases including map or comment layers
- Sign-up lists from other regional projects
- Boots on the ground/door canvassing
- Networking leads from previous interviews or community contacts

Community and Regional
Adjacent property owners
Aviation
Businesses
Large employers
Regional employers
Community/regional service organizations
Economic development
Chambers of commerce
Education
Bussing
Charter schools
Private schools
School districts
Universities
Libraries
Emergency services/healthcare
Ambulance services
City police and county sheriff
Community volunteers
Fire departments
Health and welfare
Idaho State Police
Hospitals
Law enforcement liaisons
Environmental groups
Faith-based organizations
Freight
Local and industry freight representatives
Idaho Trucking Association
Ports
Railway
Regional and national freight companies & representatives
Housing/residential/neighborhood associations
Roadway users
Active transportation groups
Public transportation and transit organizations
Tourism/recreation
Traditionally underserved populations
Businesses owned by LEP and DBE individuals
Commission for the Blind and Visually Impaired
Idaho Council for the Deaf and Hard of Hearing
Idaho Office for Refugees
Cultural centers
Others, as research deems appropriate

Stakeholder List

This list provides starting categories for building a stakeholder list but is not inclusive of the specifics for each community-based project.

Technical, Administrative & Elected
Agencies: Check with the environmental team.
These may include:
Federal Highway Administration
Bureau of Land Management
Federal Aviation Administration
Idaho Department of Environmental Quality
Idaho Department of Lands
Idaho Fish and Game
National Oceanic & Atmospheric Administration
State Historic Preservation Office
U.S. Army Corps of Engineers
U.S. Fish and Wildlife Service
U.S. Forest Service
City
City council members, managers/supervisors & planners
Local improvement districts
Mayors
County
Commissioners
Planning & maintenance staff
Highway districts
City and county highway districts
Idaho Association of Highway Districts
Metropolitan Planning Organizations
Regional or State Elected Officials
Staff for legislators & senators

Tribal Entities, which may include:
Coeur d'Alene Tribal Council
Kootenai Tribe of Idaho Tribal Council
Nez Perce Tribal Government
Shoshone-Bannock Tribal Government
Shoshone-Paiute Tribal Council

Tribes in Idaho

Idaho is home to five federally recognized tribes. Reservations are located in all districts except Districts 4 and 6. As users of the transportation system, tribal members should be included when planning public involvement for projects.

Each tribe is different from the other. Project teams should not assume all tribes operate the same way and should tailor their public involvement plans accordingly, also keeping in mind that district engineers typically lead communication with and maintain relationships with tribal leaders.

Tribes are sovereign nations having the right to govern themselves. This includes establishing their own government, legislation, law enforcement and court systems. Just as the federal government deals with states as government-to-government, it also deals directly with tribes as governments, not as special interest groups, stakeholders or individuals. The Bureau of Indian Affairs (BIA) is the designated liaison between tribes and the federal government.

Tribal rights and interests do not end at the border of the reservations. Various aboriginal rights exist under treaties including actions that could affect water quality, air quality, tribal property, culturally important archaeological sites and fish and game.

Tribal governments vary but are often led by councils with members elected on two- or three-year terms. These councils are in turn led by chairpersons.

Communicators should exercise care when using terms like chief, Indian and Native American.

- Only the Kootenai Tribe has a traditional hereditary chief. The other tribes did not traditionally have chiefs and do not have chiefs as part of their tribal leadership. However, during the treaty era some tribes adopted the term to simplify political relations with the federal government. It is inappropriate to refer to a Native American as chief unless that is part of a formal title.
- Tribal members generally prefer “American Indian” to “Native American,” though identifying someone by his or her tribal affiliation is best. “Indian” is more appropriate when referring to people from the country of India.

Additional information is available in the [style guide](#) from the BIA. Preferences for naming again will differ, and the project team should be sensitive to them. The project team should also take note of the below pronunciations:

Tribe	Pronunciation	Traditional Name
Coeur d’Alene Tribe	CORE-da-lane	Schitsu’umsh
Kootenai Tribe	KOOT-nee	Ktunaxa
Nez Perce Tribe	nez purse	Nimiipuu
Shoshone-Bannock, informally Sho-Ban	show-shown or show-show-knee* ban-nuck	Newe, Nimi
Shoshone-Pauite, informally Sho-Pai	show-show-knee** PIE-yoot	Newe, Numa

*At Fort Hall, the name of the people is typically pronounced “show-shown” while the language is pronounced “Show-show-knee.” However, some members prefer the “Show-show-knee” pronunciation for both the people and the language. When in doubt, ask which pronunciation they would prefer. “Show-shown” is used for places such as the city of Shoshone and Shoshone Falls.

** At Duck Valley, the name of the people is typically pronounced “Show-show-knee.” However, some members may use the “show-shown” pronunciation. When in doubt, ask which pronunciation they would prefer.

Public Involvement Plans for Projects

A public involvement plan provides a framework for how to conduct meaningful public engagement. While the plan is likely to evolve and change as circumstances dictate, a well-developed public involvement plan will chart the path the project team will take to ensure that all appropriate public involvement steps, including those required by environmental and civil rights considerations, have been completed. How robust a plan is will vary by project, and plans for smaller projects may be fully captured in project charters. Elements of the public involvement plan may include:

Overview

Clearly define your project. Provide an introduction, project background, study boundaries, schedule and milestones. Public involvement/outreach events should support planning, technical and/or environmental milestones.

Public Involvement Goals

Document public involvement goals that coincide with the overall project goals; include objectives for addressing each. In determining this section of the plan, it is good practice to ask, “What needs to be accomplished with the public by the end of the decision-making process?” The answers become objectives that address stakeholder concerns as well as project goals that can be achieved through public involvement activities.

Risks

Identify concerns that might arise from the public, and key messages that can be used to address them. Some issues that arise throughout the project may need to be referred to other agencies that can take appropriate action, shifted to another planning and development process better suited to addressing them or postponed for consideration at a later stage.

Key Messaging

Develop key messaging for the project that can be used to explain location, timeline, parties involved, key milestones and goals. Specific concerns about safety, mobility, land use, land development and environmental values are especially important to include in key messaging.

Stakeholder and Community Identification

A stakeholder list should be created for any outreach. Utilize the stakeholder and community identification material created in the previous step.

Project Team

Identify the key staff members, including the project manager and support staff, who will be involved in public outreach.

Comment & Communications Management

A protocol should establish documentation requirements/best practices that can be scaled up or down depending on the project phase (NEPA/planning, design, construction, etc.). This may include logging the comments in GIS or other software including artificial intelligence (AI) programs. Any teams using AI to manage comments should disclose that information to the project team and identify in relevant documents like a PI summary. Outputs from AI should always be reviewed for accuracy by a member of the project team.

Milestones and Timeline

Define key project milestones and timelines with the project manager. This section requires updates throughout the life of the project. Times to reach out may include as decisions are made or as any actions are taken that may be visible to the public.

Communication Process and Materials

The project manager and PI teams should consider and choose relevant outreach materials that fit the community and project needs. Timelines for planned outreach methods should be defined. The specifics of the communication process and the range of channels and materials are explored further in Chapter 5.

Policy for Outreach to Agencies, Tribes or Elected Officials

Check with the project manager and/or district engineer before sending informal communication with agencies, tribes or elected officials as a formal communication process may be required.



CHAPTER 5 - PUBLIC OUTREACH MATERIALS

Communication Material Overview

The goal of public outreach is to promote awareness by letting people know a transportation project is being considered, explain the impacts they might experience with the project and detail opportunities for their comments and participation. Outreach should leverage channels already used by and preferred in the local community. For large outreaches, consider a mix of methods including small and large group meetings, digital and print material while evaluating:

- Cost
- Effectiveness
- Representation of the community
- Initial effort
- Longevity
- Upkeep

All print and digital communications should be:

Visual	Use graphics, videos, maps and visualizations so the public has more than one way to understand the material.	Accessible	Ensure sufficient color contrast for readability, incorporate approachable fonts and sizes and include alt text for all photos and graphics. Prerecorded or live videos should be captioned.
Easy to Understand	Strive for a seventh grade reading level by using words with fewer than three syllables, sentences with 15 to 20 words and paragraphs of 3 to 5 sentences.	Plain Language	Clearly explain technical transportation terminology and utilize commonly understood terms and language.

Materials should:

- Follow ITD branding guidance, style guide and any other applicable guides available on the [OOC SharePoint site](#).
- Include ITD's accommodation language.
- Provide contact information.
- Share deadlines and mechanisms for commenting if applicable.

Digital Materials

Creating digital material offers many benefits including easy-to-update posts and pages, shareable content and reaching people on mediums where they spend their time online. While many Idahoans have access to a smart phone and the internet, some do not, and this should be considered when choosing to balance print and online placements.

The **ITD project website** serves as the main hub for most project information for the public. Each page contains a brief project overview, ongoing public involvement activities, contact information, and may include a comment form and a sign-up link for ongoing project emails, as appropriate for project scale. The project website should be listed and/or linked by a QR code on printed collateral like contact cards, fliers and mailers.

Ensure that any new, relevant information is placed on the webpage prior to an event and at key project milestones. When hosting an online public meeting, put a link to the event on the header of the project page. After hosting public meetings, upload meeting summaries and FAQs.

Social media platforms follow the ITD style guide and voice. Contact the district PIO to schedule and post. Network with community partners, participating agencies and stakeholders to share the post and increase online engagement.

Community newsletters can be forwarded to stakeholders and partners to share through their internal newsletters or emails.

Mass emails can be a preferred contact method for many stakeholders and community organizations. Send mass emails at key project milestones. Emails are an ideal way to follow up with the community on public meeting documentation and to share how their feedback was incorporated into a project.

Paid advertisements in online newspaper publications can reach a high number of readers. Paid ads may be called a display ad, programmatic ad, leaderboard or banners, depending on the publication, placement and graphic composition.

Online surveys are quick and cost-effective ways to solicit input from the public to understand concerns, develop a public involvement strategy and conduct opinion polling. Surveys can be included on postcards as a link or QR code. Paper copies, phone calls and other accommodations should be considered.

Videos, visualizations and podcasts are helpful for stakeholders as they are more likely to recall what they have seen and heard in a short video or audio clip than print formats. Videos are easily shared with stakeholders through email and web links and can also be shown at public meetings. Additional visualizations and podcasts can also provide useful outreach to the public, if budget allows.

Construction-Specific Outreach

Posts to 511 for planned and emergency closures and detours should be coordinated with project managers.

Texting services like Constant Contact or Simple Texting can offer stakeholders an opt-in option for updates on construction.

Variable message signs are electronic message boards placed along roadsides that can communicate brief project messages to drivers during and in advance of construction impacts and are a great way to get information to the traveling public. Work with project managers to have these included as part of traffic control for projects prior to bidding.

Printed Material

Utilize ITD's print shop, when possible. Provide copies of mailed materials to the PIO to distribute with the project team. See the overview section for requirements.

Contact cards can be printed as a business card. Include an ITD logo, project name, QR code to the project webpage, contact name, email address and phone number.

Fact sheets generally include basic project information and are the typical handout at public meetings. They can also be written in a "frequently asked questions" (FAQ) format, with typical questions followed by the appropriate answers. Flyers, brochures and door hangers may be variations of the fact sheet used to reach businesses or residents in a study area.

Postcards can be used as invitations to public meetings or other events. They can also be useful for notifying hard-to-reach stakeholders about a project.

Legal notices must be placed in the legal or community section of local, general circulation newspapers to advertise a public hearing or availability of environmental documents.

Print newspaper ads typically reflect the same content as other digital advertisements.

Stakeholder letters can be sent to identified lists of stakeholders in and near the study area prior to public meetings and other key milestones. In the hearing process, letters can be used to announce to property owners and agencies the availability of an environmental document for review.

Traditional Media

Press releases share newsworthy information to media inviting coverage, either through a direct publication of the release or by triggering a formal interview. Press releases are distributed directly by members of the Office of Communication.

Interviews by the press should be expected at public meetings. Prepare key messaging and project talking points for the project team. Designate a lead spokesperson.

Media kits contain short summaries of the need for the project, the decision-making process, FAQs, summaries of key technical studies or environmental documents, construction impacts and other relevant information.

Paid ads on radio or television give you control of what is said and when it will run in the media. Traffic radio reads are an inexpensive option, while paid radio and tv ads are more costly.

Small Group Communication

Through small group discussions, project teams can learn community values, including how transportation functions in the study area and opinions on local transportation needs. Special care should be taken to include members or representatives of traditionally underserved populations and ITD protected classes (regarding race, color, national origin, sex, age, disability, low income and LEP) in interviews and small groups. Throughout the life of a study, several small group tactics may be used.

Interviews are conducted with stakeholders to learn their perspectives, including a deeper understanding of issues, and ideas for appropriate outreach techniques.

Community working groups provide insight and feedback into studies at key project milestones such as problem identification, draft purpose and need, criteria development, alternatives refinement and feedback on decisions. A representative cross section of the community is enlisted to help, and an effort should be made early in the working group process to discuss and document a vision for the project. Members can in turn share project information with their communities.

Technical advisory committees likewise provide input at key project milestones, typically from a technical authority or agency perspective.

Focus groups may be used to gauge public opinion. While selection techniques and formats may vary, focus groups are typically led by a facilitator with the goal of understanding agreement and divergence of opinion held by the public on specific issues, which helps project teams understand potential public reactions to projects.

Pop ups are an informal presentation of study or project information that occur in the local community. Popular locations may include fairs, grocery stores or other community events. Project posters or trifold are set up and may be staffed by a member of the project team. Typically, fact sheets are distributed, and information is given for the next point of outreach.

Additional workshops can tackle conflict assessment, partnering and facilitated decision-making, among other goals.

Public meetings and hearings are targeted to the public at large and are covered in the next chapter.

CHAPTER 6 - PUBLIC MEETINGS AND HEARINGS

Meetings provide a time and place for two-way communication between community members and the agencies that serve them. Far from being passive gatherings, these events are interactive occasions when staff share information to seek and capture feedback.

Public Meetings

Public meetings provide timely and adequate opportunities for participation. Project teams may consider varied meeting types to put attention or focus on specific elements of a plan or program.

Public meetings present information to the public and obtain input from community residents and any interested parties. Held throughout the planning process, they can be tailored to specific issues or community groups.

Public meetings have been used for many years to disseminate information, provide a setting for public discussion and get feedback from the community. Comment forms are provided, physically and digitally, for the public to leave questions or comments for the project team.

The format for public meetings should be chosen to match public expectation and may be hosted one or more of the following ways:

- ***In-person formal presentation*** with a structured schedule, presentation of materials and an optional, open microphone for questions and feedback.
- ***In-person informal open house*** with drop-in hours, displays and maps available for the public to view at their leisure and the ability to ask questions one-on-one of the project team. ITD typically hosts meetings in this style to offer greater flexibility for the public.
- ***Online hosted meeting*** which mirrors a formal in-person meeting with a structured presentation and time for questions either verbally or through an online chat function.
- ***Online self-guided meeting*** where the public can view displays on their own timeframe and leave questions and comments for the project team. This format can be more appealing to some populations as how their comments are heard cannot be affected by how they are perceived. ITD typically hosts online meetings in this style.

All in-person events should include an online component to offer greater flexibility. The project team may also choose to host an online-only event without an in-person component.

Online meetings should present meeting materials in a similar manner to the in-person meeting, if possible.

- The same displays and maps shared at an in-person event must be available online.
- Presentations given in-person should be recorded to use online or transcribed. If information is given verbally with displays at the in-person event, then similar information needs to be available to the public online.

- All meetings should allow the public to leave comments in as similar a manner as possible. For example, if specific questions are asked on a physical comment form, then the same questions should be provided at the online meeting.
- Online meetings should be available prior to or starting the same day as in-person opportunities.

Public Hearings

A public hearing is a more formal event than a public meeting and typically only required for EISs. Held prior to a decision point, a public hearing gathers community comments and positions from all interested parties for public record and input into decisions. In-person public hearings are required by the federal government during the NEPA process during the preparation of an EIS, and subject to certain Section 4(f) findings, for an EA. Public notices in a general circulation newspaper cite the time, date and place of a hearing. The period between notice and hearing dates provides time for preparing comments for submission to ITD. During this period, ITD accepts questions and provides clarification.

Unlike a public meeting, a public hearing must be held in-person to meet NEPA requirements.

A public hearing must also offer the opportunity to give oral testimony. Project teams should work with the Legal Office to find a court reporter to attend the hearing and then certify and transcribe oral testimony. The Legal Office can provide rates for both appearance and transcription fees of external court reporters. The project team may also opt to only hire the court reporter to transcribe and certify comments. ITD staff and consultants can fill these roles if needed, but court reporters are preferred.

Projects involving federal funds must have a hearing when the project involves:

- Acquisition of significant amounts of right of way.
- Substantial change to the layout or function of the connecting roadways or of the facilities being improved.
- Significant adverse impact on abutting property or when litigation or public controversy is anticipated.
- Significant social, economic and/or environmental effect on the surrounding area.

Projects financed totally with state funds must have a public hearing when:

- The state highway serving or traversing any city is to be abandoned, relocated or replaced.
- There is significant public interest or controversy surrounding the project.
- FHWA may request a public hearing when a hearing may be in the public interest if it involves the interstate and national highway systems and federal approvals are needed.

Accessibility

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services and participate in state and local government programs.

ITD's policy is to ensure that no person or group of persons shall, on the grounds of race, color, national origin, sex, age, disability or other statutorily prescribed basis, be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity administered by the department.

ITD's public events must be accessible to all. Project teams should consider accessibility concerns when planning events with thoughtful selection of the location, time and format.

Location

To the maximum extent practicable, the location for a public meeting or hearing must be held at a convenient location. It should be in the project or study area and close to accessible public transportation, if available, with an accessible route to the venue. An accessible route should be wide, smooth, as level as possible and without low or overhanging hazards or obstructions. Any facilities should have ramps, and not just stairs, as access.

The site's parking lot must have designated areas for people with disabilities. Accessible parking should have signage, be equipped with a level access aisle to provide adequate space and be close to the meeting site. Events with greater expected attendance should have more accessible parking available.

Events held in multistory buildings should have an elevator available. Events held outside should make use of tents, tarps, heaters, etc.

Bathroom facilities must be free of barriers, such as stall doors or spaces that are too small to maneuver through or within. Any water fountains should be installed at an accessible height.

Time

To the maximum extent practicable, the project team should consider times compatible with community work schedules including swing shift, healthcare and commerce.

Format

Signage must direct attendees to the event. If there's an alternative route for people with disabilities, it must also be signed.

There must be sufficient width for people to roll or walk with mobility devices to read displays, move about the room and access restrooms and water if provided.

While most ITD events are held in an open-house format, the project team could opt for a pop up meeting to meet people where they are at.

Information provided in this guide is not exhaustive. For further details on required or recommended accommodations, contact the OCR. Any requests for accommodations should be sent to the OCR and documented.

Notifications

Notification is important to minimize controversy and to be inclusive of the public. Public meetings and hearings generally take at least six to eight weeks to plan. Notification for both events should follow the same best practices recommended below, except for additional requirements for a legal notice and length of comment period for hearings.

Plan to meet the following requirements for material publication, and refer to the environmental section for specific requirements of the study/project.

Timing Before Event	Notification
Variable	Update or create website (before first notification)
21 Days Before	Send postcard
	Send property owner letters
14 Days Before	Publish first display ad
7 Days Before	Publish press release
	Publish social media
	Publish second display ad
Day of	Online meeting made available

For online-only comment periods, timelines for publishing notifications can be condensed so they coincide with the ability to provide comments. For example, an ad for an online-only meeting should run the same day as the comment period starts, rather than 14 days before when the commenting function is not live.

Comment periods are typically open for two weeks at a time, except for comment periods for EAs that require at least 30 days and EISs that require at least 45 days. Responses to comments should be sent within six weeks of the close of the comment period, and the public involvement summary should be completed within two months.



Public Meeting Checklist

A checklist is available for hosting public meetings. Check with your planning team and project manager for specific meeting and outreach requirements for each project.

Click [here](#) for a printable PDF.

To prepare for a public meeting or hearing, complete the below tasks.

- ☐ Determine meeting purpose and intended outcomes
- ☐ Identify notification process and timeline using a workback schedule
 - o Schedule stakeholder or property meetings in advance of event
 - o Plan outreach to agencies, tribes, elected officials and affected populations
- ☐ Identify in-person meeting format
- ☐ Select date, time and location
 - o Determine length of comment period
 - o Consider accessibility needs
- ☐ Prepare key messaging
 - o Include anticipated risks, controversies or difficult questions
- ☐ Identify room layout
- ☐ Prepare meeting displays
- ☐ Prepare handouts
- ☐ Identify staffing and responsibilities
 - o If a hearing, arrange staffing for oral testimony
- ☐ Identify equipment needed
- ☐ Plan online meeting format including platform and method to collect comments
- ☐ Send notifications
 - o Create/update project website
 - o Send postcard and property owner letters
 - o Publish display ads
 - o Publish press release and social media posts
 - o Use other channels as appropriate
- ☐ Print sign-in sheets and comment forms using templates
- ☐ Bring self-identification survey cards and Title VI brochures to the event
- ☐ Review, incorporate and respond to comments
- ☐ Prepare a public involvement summary

A more detailed checklist can be found in **Appendix B**.

Comment Resolution

Comments received by ITD during the formal comment period will be considered by the study or project team. The comments will be:

- Logged into the formal project record
 - o A copy will be saved for online publication with all contact information redacted.
- Logged into a response matrix
- Reviewed for feedback, both on the project itself and the process
 - o Identify themes/key ideas.
- Responded to via FAQ document that is published within six weeks of the end of a comment period. All questions/comments deemed a FAQ need a response and will be added to the project record. Individual responses do not need to be sent back to commenters directly, and not every comment needs a response.

If there are a large number of comments or complex/lengthy comments, an executive summary of themes and topics heard from the public may be used in place of an FAQ. This in-depth summary may necessitate additional time as team members closely collaborate on understanding overall themes and responding to those themes.

Methods for collecting comments should avoid the appearance of a vote, even when soliciting feedback between competing alternatives, as final decision-making authority belongs to ITD. Instead project teams may give participants dots to represent support for statements, on maps, etc.



Public Meeting Summary Components

Public meetings, whether optional, required or for projects with different environmental evaluations, should be summarized for formal project documentation. All public meetings should be hosted and documented the same, regardless of the reason for hosting, unless there are extenuating circumstances. This outline follows the flow of environmental documentation requirements as seen in [Form 654](#) which is used for CEs. Please provide the following items in this order.

- Executive summary
- Introduction
 - o Project description
 - o Brief overview of meeting(s)
 - Time and location
 - Online component
 - Number of attendees and comments

- Stakeholder meetings if held in advance of public meeting
- Meeting summary
 - o Meeting format
 - In-person
 - » Hearing or open house
 - » Attendance
 - » Staffing
 - Online components
 - » Live meeting or website/presentation
 - » Metrics/attendance
 - o Number of comments in comment period
 - o Open house content
- Comments/Comment themes
- FAQs in response to comments
- PI evaluation form
- Addendum of:
 - o Notification materials
 - o Meeting handouts
 - o Meeting displays
 - o Sign-in sheets (contact information redacted for online publication)
 - o Online meeting website metrics
 - o Comment forms and any transcribed oral comments (contact information redacted for publication online)

Summaries should be reviewed by the project manager, public information officer and environmental staff.

Redaction

Before sharing or publishing project documents, the project team should ensure that personally identifiable information is redacted to protect the privacy of those who engage in the public involvement process. For sign-in sheets and comment forms, this would include full addresses, emails, phone numbers and demographic information. Full names, titles/group affiliations and comments do not need to be redacted and may be released or published.

Documentation and Evaluation

Outreach must be continuously documented and evaluated during a project to ensure PI goals are met and proper outreach is conducted. Chapter 7 will cover the specifics of these topics, including an evaluation checklist.



CHAPTER 7 - DOCUMENTATION AND EVALUATION

Documenting Outreach

All aspects of public involvement should be continually evaluated and documented. These ongoing processes will ensure that the outreach plan can be modified, if necessary, and that decision-makers have sufficient breadth and depth of relevant information to make decisions. Careful documentation leads to full transparency and a defensible NEPA process.

Public involvement requires conscientious documentation. All meetings and materials must be catalogued and reported.

Outreach records are often consulted during decision-making. Decision-makers must know how the public was involved, whether the appropriate stakeholders participated, what the public said and many other factors that weigh in their decisions. ITD also has legal requirements that must be fulfilled through careful and accurate documentation. Ideas not carried forward from earlier processes have a way of resurfacing if they are not accurately recorded and addressed, which can be mitigated by external reporting to the public and internal documentation covered in this chapter.

Evaluating Strategies and Activities

Through evaluation, ITD can determine the degree to which planned activities provided input and led to effective decisions. For example, after a meeting, a debriefing or recapping session would be helpful in determining whether ITD met its objectives. Stakeholders and the public can be asked their opinion on the process and whether they felt included and heard as part of the outreach. Evaluation should happen at key milestones, so adjustments to planned outreach can occur as needed.

Quantitative metrics can include:

- Visibility and reach
- Attendance
- Survey data
- Comments
- Involvement by community officials

Qualitative metrics can include:

- Public sentiment
- Themes of discussion or comments
- Increased interest
- Process evaluation

A detailed evaluation checklist can be found in **Appendix B** and should be filled out after events and included with corresponding summaries.

THE IMPORTANCE OF FOLLOWING UP

Tools and Reports

In line with USDOT's Promising Practices, PI reporting should summarize:

- What outreach occurred
- What feedback was received, including how participants felt about the process
- How input was considered

To stay organized, a variety of internal tools may be used:

- **GIS Database:** Compile all stakeholder interaction and contact information in a GIS database and update it regularly throughout the project.
- **Comment Management Tool:** May include GIS, Excel or other software.
- **Email List:** An email list may be used for those who opt-in to communication on a project.
- **Stakeholder List:** The stakeholder list is utilized for documentation and evaluation of outreach, including those invited to participate in outreach who declined to participate.
- **FAQs:** Frequently asked questions should be tracked and reported throughout the life of the project.

Reports may include:

- **Meeting Reports:** Include attendees, date, purpose and a summary of conversations with groups of stakeholders.
- **Stakeholder Interview Executive Summary:** If a large outreach is conducted with stakeholders through interviews, then an executive summary of themes and topics discussed should be prepared.
- **PI Activity Reports:** Compile PI activity reports every six (6) months to log, analyze and review lessons learned.
- **Public Event Summary:** An in-depth meeting summary outline is provided below.
- **Final PI Report:** Consolidate ongoing activity reports into a final summary with public meeting summaries included. Reports should include any considerations from the public that are available for the next phase to support continuity in project management.

Specific Documentation for Environmental Documents

ITD's project teams must account for outreach done on environmental studies. Chapter 3 has more details on public involvement required for environmental studies. To document these outreaches, PI may assist teams with answering:

- Synopsis of coordination efforts with agencies, stakeholders and the public. Agencies include federal, state, local, regulatory and resource.
- Did these groups have an opportunity to comment during the alternatives evaluation process?
- Were there unresolved issues?
- What coordination steps need to be taken with each agency during NEPA scoping?

Communicating Decisions to Stakeholders

Public engagement should begin early and carried out often with stakeholders, as well as at the end of study or phase of a project or once decisions have been made. Communicating decisions can be done through a variety of channels like sending letters, postcards, emails, posting updates to the project website, social media, news media, etc.

Closeout

Documenting outreach ensures that the project team and stakeholders can recall how decisions were made. ProjectWise serves as the formal archive for the department, and final communication products should be stored there.

PI and engineering consultants or PIOs are responsible for ensuring that content is archived at key milestones like the end of contracts, between phases like design and construction, after events, etc.



CHAPTER 8 - PUBLIC INVOLVEMENT REQUIREMENTS FOR HQ PLANS AND STRATEGIES

While this guide focuses on public involvement requirements for project delivery, the department also conducts outreach on several statewide plans and strategies led by staff in headquarters that must conform with **23 CFR § 450.210 - Interested parties, public involvement, and consultation.**

Although requirements for plans and strategies vary from project delivery, all public involvement conducted by the department should generally follow best practices outlined in this guide.

This chart below represents plans and strategies led by Planning Services.

PLAN	PURPOSE	PI REQUIREMENTS	UPDATE SCHEDULE
Freight	Plan that identifies, evaluates and encourages the development and preservation of essential multi-modal freight services for eight years at a time. Plan incorporates the strategy for state rail but also includes other modes like ports and airports.	Federal requirements call for public engagement but do not specify methods. ITD typically leads statewide stakeholder surveys, public meetings and workshops.	Every 4 years
State Rail	Strategy that identifies, evaluates and encourages the development and preservation of freight and passenger rail services.	Federal requirements call for public engagement but do not specify methods. ITD typically leads statewide stakeholder surveys, public meetings and workshops.	Every 4 years
Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT)	Strategy that identifies, evaluates and encourages the development and preservation of a resilient highway system.	Federal requirements call for public engagement but do not specify methods. ITD typically leads statewide stakeholder surveys, public meetings and workshops.	Every 4 years

PLAN	PURPOSE	PI REQUIREMENTS	UPDATE SCHEDULE
Carbon Reduction	Strategy that identifies ways to reduce carbon emissions from transportation in Idaho.	Federal requirements call for public engagement but do not specify methods. ITD typically leads statewide stakeholder surveys, public meetings and workshops.	Every 4 years
Long Range Transportation	Strategy to preserve and maintain existing infrastructure with current and projected resources for the next 20-25 years. Includes goals, objectives and performance measures for maintenance, safety and operations while factoring in economic opportunities.	Federal requirements call for public engagement but do not specify methods. ITD typically leads statewide stakeholder surveys, public meetings and workshops. The draft plan must be available for review by the public for 45 calendar days.	Every 5 years

Existing plans and strategies can be modified, added or deleted as required by federal and/or state legislation.

ITIP and STIP

The Idaho Transportation Investment Program (ITIP) is a seven-year planning document that outlines statewide priorities and guides investment decisions. Project selection is determined through technical data, as well as input from local officials and residents. Listed projects are funded by federal, state or local monies.

The ITIP is updated on an annual basis, with a draft document required to be published for public comment every July. That campaign is a joint effort between the OOC and the Program Management Office.

The Statewide Transportation Improvement Program (STIP) is a federally approved document that includes the first four years of the ITIP. In areas with metropolitan planning organizations (MPOs) the MPOs program projects within their boundaries. TIPs managed by the MPOs should match the STIP to ensure cooperation, meaning that project additions and certain revisions to a project's scope, schedule or budget may require an amendment to be processed by ITD's Program Management Office or the MPOs. Some amendments are required to go out for public comment if certain thresholds included in their policies are met.

The process for amending the STIP is outlined in the [STIP Modification Process](#) and includes posting the change for 10 days on the main ITD website for comment. For more information on the approval process for the draft ITIP and the STIP, visit [Program Funding | Idaho Transportation Department](#).

Adjustments to the State Highway System

In the event that ITD chooses to add, relinquish or realign a segment or all of a highway, a public hearing must be held in accordance with **Idaho Transportation Board Policy 4061** and **Administrative Policy 5061**. Notice must be provided to impacted property owners and businesses. Additional procedures are outlined in the **ITD System Procedures Manual**.

129K Routes

In 2013, at the request of the trucking industry, the Idaho Legislature authorized the permitting of trucks weighing up to 129,000 pounds to operate on designated Idaho highways following an application process that includes engineering review and public outreach.

The process involves the 129,000 Pound Route Subcommittee of the Idaho Transportation Board and is documented in **Title 49 of Chapter 10** of as well as **Idaho Transportation Board Policy 4063**. The 129,000 Pound Route Subcommittee Procedures Manual provides further detail. Applicants must be a private transportation company or a user of transportation to initiate the process and seek a permit for specific routes. If evaluation from various departments finds the application favorable, ITD hosts an in-person or online public hearing with the local board member in attendance to take oral testimony on the proposed route(s). ITD has identified strict timelines on processing applications to ensure a timely response to applicants. Review the manual for requirements on specific outreach methods, timelines and the public involvement summary. Once approved by the board, routes are posted to the 129,000 Pound Route Map. The map is then posted on itd.idaho.gov/freight.



APPENDIX A - Related Laws & Policies

The following is a list of federal and state requirements that could affect the public involvement process. Key deliverables have been extracted from policy and regulation for ease of access in this manual; it is not intended to replace comprehension and compliance with the full regulation. Read and implement all Idaho statutes, board policies, administrative policies and manuals as appropriate throughout the public involvement process for all projects. For projects with federal funding, project teams should also follow the Code of Federal Regulations.

This guide provides recommendations and best practices. Guidance related to federal requirements for transportation planning and NEPA are referenced but not detailed here, nor does anything in this guide supersede ITD or FHWA regulations or guidance on planning or NEPA.

ITD Policies

Board Policy 4024 – Public Hearings

This policy identifies when public hearings must be held and staffing requirements for collecting comments.

Administrative Policy 5024 – Public Hearings

This policy goes into further detail about hosting public hearings, including notification.

Idaho Statutes

Changes to the highway system and public hearings

Title 40, Chapter 2 - 40-203B. Abandonment or Assuming Control of a Highway

When ITD plans to abandon any section or all of a state highway to a county, city or a highway district, or assume control of a section or all of a highway that is under the jurisdiction of a county, city or a highway district, ITD shall first obtain the consent of the applicable local highway jurisdiction. Prior to consenting, the local highway jurisdiction may conduct a public hearing and also provide notice to any impacted property owners, businesses, industries, and enterprises.

Changes to the highway system and public hearings

Title 40, Chapter 3 - 40-310(1)(a). Powers and Duties — State Highway System

No highway serving or traversing any city shall be abandoned, relocated or replaced by a new highway serving the area in which a city is located without the board of the local highway jurisdiction first holding a public hearing in that city.

129K and public hearings

Title 49, Chapter 10 - 49-1004. Weight, Speed and Tire Regulations

The department may designate routes within its jurisdiction for operation of vehicle combinations with a legal maximum gross weight of at least one hundred five thousand five hundred one (105,501) pounds but not exceeding one hundred twenty-nine thousand (129,000) pounds, utilizing criteria established by the department based upon road and bridge structural integrity engineering standards, as well as public safety engineering standards. Any routes approved by the department shall be included in the statewide route map provided for in section 49-1004(4), Idaho Code, entitled "Designated Routes up to 129K."

Approval of 129K routes requires public involvement as identified in **Idaho Transportation Board Policy 4063** and noted in the 129,000 Pound Route Subcommittee Procedures Manual.

English the official state language

Title 73, Chapter 1 - 73-121. Construction of Statutes

English is the official state language and the sole language of the government. State funds used to translate should be returned to the state general fund, with notice to the legislature. Exceptions are made for federal requirements.

Federal Regulations

Public hearings

23 USC 128 – Public Hearings

When submitting plans for interstate systems or for federal aid highway projects that bypass cities, states must host public hearings, or afforded opportunities for them, and provide certification, transcription and a report to the Secretary. Reporting shall include consideration for economic, social and environmental effects as well as any impacts to local planning.

Planning Assistance and Standards

23 CFR Part 450.210. Interested parties, public involvement, and consultation.

Each state must carry out a continuing, comprehensive, and intermodal statewide transportation planning process, including the development of a statewide transportation plan and transportation improvement program, that facilitates the efficient, economic movement of people and goods in all areas of the state. The process must provide timely information on transportation issues and decision-making processes and reasonable public access to technical and policy information. Information should be made available to individuals, affected public agencies, representatives of public

transportation employees, public ports, freight shippers, private providers of transportation including intercity bus operators, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services and other interested parties.

National Environmental Policy Act (NEPA) of 1969

23 CFR Part 771.111. Early coordination, public involvement, and project development

NEPA was the first major environmental law in the United States and established the country's national environmental policies. To implement these policies, NEPA requires agencies to undertake an assessment of the environmental effects of their proposed actions and seek public input prior to making decisions for projects that are classified as Environmental Impact Statements or Environmental Assessments. It does not apply to other projects that are classified as Categorical Exclusions.

Civil Rights Act of 1964, as amended

CFR 23 Part 200, Title VI of Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states that "no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

APPENDIX B - Public Meeting/Hearing Resources

Meeting/Hearing Timeline

The following abbreviations are used in the timeline below.

CONS	public involvement consultant	OOC	Office of Communication
DE	district engineer	PM	project manager
District	district engineer, engineering supervisor and district personnel, including project manager, project engineer, traffic engineer, right of way supervisor, traffic engineer, environmental planner	PIO	public information officer
COURT	court reporter	Team	inclusive term for all internal and external parties

Timing	Activity	Who Does It
8 Weeks Before	Meet to discuss organization of event. Define format and make initial assignments for support materials.	Team
6 Weeks Before	Make assignments for the following areas:	Team
	Pick time and location. Location should be ADA accessible and convenient for stakeholders to attend.	Team
	Determine if other agencies/organizations need to be present or notified.	DE/PM
	Produce communication plan with publish-by deadlines for associated materials including video, displays, ads, postcards/mailings, etc.	PIO/CONS
	Identify event hours.	District/PIO
	Develop a calendar working back from the date of all deliverables, including review times.	PIO/CONS
	Secure hearing officer if necessary.	PIO/CONS
4 Weeks Before	Produce run of show including layout of facility and staging.	CONS

21 Days Before		PIO/CONS
		PIO/CONS
	Notify OCR.	PIO
14 Days Before	Display ad appears in newspaper(s). Verify publication and file copy in hearing file.	PIO/CONS
7 Days Before	Distribute approved news release to district/appropriate media.	PIO/CONS
	Send reminder Constant Contact email if using.	
	Post on social media.	
	Canvass project area (optional).	Team
1 Day Before	Gather materials to take to meeting: - Comment forms - Sign-in sheet - Display boards - Pens - Hand sanitizer - Tape - Recording device for taking oral testimony if necessary	PIO/CONS
Day of	Post online open house link on project webpage.	PIO/CONS
	Meet an hour before for final briefing.	Team
	Conduct meeting or hearing.	Team
	Court reporter provides recording(s) to PIO or PM if hearing.	COURT
2 Weeks After	Transcribe and certify hearing testimony.	HO/PIO/CONS
	Typical deadline for written comments. EAs or EISs have requirements for lengthier comment periods.	
2 months after end of comment period	Produce, disseminate and/or post FAQ; or respond to comments by groups or individuals.	PM/PIO/CONS
	Post summary.	PIO/CONS



Idaho Transportation Department Sign-In Sheet

Name (please print)	Title/Representing	Address (city, state, & ZIP)	Contact Information	Please check appropriate boxes			
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				
			Phone	☐ Male ☐ Female ☐ Person with a disability	☐ American Indian (Tribal Native)/ Alaskan Native ☐ Native Hawaiian and other Pacific Islander	☐ Black ☐ Asian ☐ White	☐ Hispanic ☐ _____
			Email				

This information will only be used to monitor attendance at public meetings and for data collection purposes, as specified by law (CFR 23 200.9(4)). Sign-in sheets will become part of the public record for this project, though personally identifiable information will be redacted. Your information may be added to the stakeholder database for the project, though you may unsubscribe from updates at any time.



Public Meeting Checklist

To prepare for a public meeting or hearing, complete the below tasks.

- ☐ Determine meeting purpose and intended outcomes
- ☐ Identify notification process and timeline using a workback schedule
 - o Schedule stakeholder or property meetings in advance of event
 - o Plan outreach to agencies, tribes, elected officials and affected populations
- ☐ Identify in-person meeting format
- ☐ Select date, time and location
 - o Determine length of comment period
 - o Consider accessibility needs
- ☐ Prepare key messaging
 - o Include anticipated risks, controversies or difficult questions
- ☐ Identify room layout
- ☐ Prepare meeting displays
- ☐ Prepare handouts
- ☐ Identify staffing and responsibilities
 - o If a hearing, arrange staffing for oral testimony
- ☐ Identify equipment needed
- ☐ Plan online meeting format including platform and method to collect comments
- ☐ Send notifications
 - o Create/update project website
 - o Send postcard and property owner letters
 - o Publish display ads
 - o Publish press release and social media posts
 - o Use other channels as appropriate
- ☐ Print sign-in sheets and comment forms using templates
- ☐ Bring self-identification survey cards and Title VI brochures to the event
- ☐ Review, incorporate and respond to comments
- ☐ Prepare a public involvement summary



Attn: First LastName
Street or P.O. Box Address
City/State/Zip

Comment or Question:





PROJECT NAME

Event | Date

Public Event Evaluation

The below questions should be filled out by the project team after the department hosts a public event. These questions are for internal use and should not be published.

Were the goals of public involvement met?

How closely did the process follow the public involvement plan?

Were public involvement activities conducted at the appropriate times?

What was the attendance at the event?

How many comments were provided?

How was feedback from the public meeting used or incorporated into the project?

Were any key stakeholder groups missing?

Is further outreach needed at this time?

Are there any strategies the team should implement with further outreach for the project?

How could the department improve for the next event (if applicable)?

APPENDIX C - Tribes in Idaho

NEZ PERCE

Communications Contact	[REDACTED]
Location	Nez Perce Reservation with headquarters in Lapwai
Tribal Membership	Enrolled membership of about 3,500
Resident Population	17,959 (2000 Census)
English Proficiency	Moderate
Communication Channels	Website (https://nezperce.org/) Nez Perce Tribal News (https://nezpercetribenews.org/) KIYE Radio Station (https://kiye.org/) based in Kamiah and on air at 88.7 & 105.5 FM Facebook page (https://www.facebook.com/NPT1855 and https://www.facebook.com/NezPerceNews/) Instagram @NPT1855 X profile @NPT1855 https://nezpercetribenews.org/ Community calendar (https://nezperce.org/calendar/) Community centers: Pi-Nee-Waus Community Ctr. (Lapwai), Teweepuu Community Ctr. (Orofino), Wa-a'yaas Community Ctr. (Kamiah) Prairie River Library District - Craigmont, Culdesac, Kamiah, Kooskia, Lapwai, Nez Perce, Peck and Winchester
Best Outreach Methods	Nez Perce Tribal News Flyers or in-person outreach like pop ups at community centers and libraries
Businesses	Clearwater River Resort & Casino, the It'se Ye-Ye Casino, Camas Express Convenience Store, Nez Perce Express, Zims Hot Springs, Red Wolf Golf Club
Governing Body	Nez Perce Tribal Executive Committee (NPTEC) with 9 members serving staggered 3-year terms
Frequency of Tribal Meetings	Quarterly meetings with NPTEC and ITD Public Meetings - NPTEC Meeting is the 2nd Tuesday of the month, 8 a.m. – 4:30 p.m. (at the latest) depending on agenda Special NPTEC Meeting is the 4th Tuesday of the month, 9 a.m. – 12 p.m. (at the latest) depending on agenda

KOOTENAI

Communications Contact	
Location	No designated reservation, but headquarters are in Bonners Ferry (D1)
Tribal Membership	Approximately 150
Resident Population	N/A
English Proficiency	High
Communication Channels	Website (https://www.kootenai.org/index.html)
Best Outreach Methods	Local media publications (Bonners Ferry Herald, Bonner County Daily Bee)
Businesses	Kootenai River Inn Casino & Spa, Twin Rivers Resort, Sturgeon Station
Governing Body	9-member tribal council
Frequency of Tribal Meetings	Unknown

COEUR d'ALENE

Communications Contact	No designated contact
Location	Coeur d'Alene Reservation in Benewah and Kootenai counties (D1)
Tribal Membership	2,190 members
Resident Population	7,567 residents, as of 2020 census
English Proficiency	Moderate
Communication Channels	Website (https://www.cdatribe-nsn.gov/)
Best Outreach Methods	Direct mail / Email
Businesses	CDA Casino, CDA Tribal Development Corporation, Red-Spectrum Communications (internet service), Marimn Health & Wellness Facility, Benewah Market, Benewah Auto Center, Tribal Schools
Governing Body	7-person tribal council with two-year terms
Frequency of Tribal Meetings	Unknown / Included in KMPO monthly meetings

SHOSHONE-PAIUTE

Communications Contact	[REDACTED]
Location	The Duck Valley Indian Reservation in Idaho's Owyhee County (D3) and Elko County (Nevada)
Tribal Membership	More than 2,000
Resident Population	1,700 residents
English Proficiency	High
Communication Channels	Website (shopaitribes.org) Sho-Pai News, which offers emails and texts to followers Facebook page (https://www.facebook.com/shopaitribes/) Annual general meeting
Best Outreach Methods	Facebook page Sho-Pai News
Businesses	N/A
Governing Body	7-member tribal council with three-year terms
Frequency of Tribal Meetings	Annual general meeting open to entire tribe Annual meetings with ITD

SHOSHONE BANNOCK

Communications Contact	[REDACTED]
Location	Fort Hall Reservation near Pocatello (D5)
Tribal Membership	6,000
Resident Population	5,000
English Proficiency	Moderate
Communication Channels	Website (https://www.sbtribes.com/) Sho-Ban News (http://shobannews.com/) Facebook page (https://www.facebook.com/shobantribes) X profile (https://x.com/ShoBanTribes) YouTube (http://www.youtube.com/@shoshone-bannocktribes9892)
Best Outreach Methods	Sho-Ban News (http://shobannews.com/)
Businesses	Fort Hall Casino (Exit 80), Bannock Peak Casino and Truck Stop (Exit 52), Sage Hill Travel Center and Casino, TP Gas, Blue Corner Store, Trading Post Grocery
Governing Body	7-member tribal council with three-year terms
Frequency of Tribal Meetings	Irregular Included in 5 County Coalition meetings